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ADM- 10.7

DD/S&T 3547-64
22 December 1964

MEMORANDUM FOR: Office of ELINT

Attention:

25X1

Office of Research and Development

Attention:

25X1

Office of Scientific Intelligence

Attention:

25X1

Office of Computer Services

Attention:

25X1

Foreign Missile and Space Analysis Center

Attention:

25X1

SUBJECT : Form 1716 (Authorization of Expenditure of Funds)

1. Whenever a requirement is placed on OSA for a procurement action and subject form is processed for this purpose, an accompanying memorandum should be prepared requesting the specific desired procurement action and setting forth the technical officer's reason and rationale for the action including basic background facts surrounding the proposed procurement.

2. Included with the above should be:

a. Reference to Form 1716.

b. Name of contractor.

c. Scope of work to be performed or services to be rendered.

d. Security classification, including comments as to why it is preferable for OSA to effect procurement.

3. Contractor's proposal if available, showing a break-down of costs, should be attached to the memorandum. If the proposal is not

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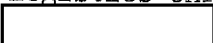
available and it is desirous of having OSA obtain a cost break-down from one or more contractors for the project involved, these facts and request should be so stated in the above memorandum.

SIGNED


Senior Logistics Officer
DD/S&T

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